



## SPECIAL USE PERMIT APPLICATION

Thank you for taking the time to complete the Special Use Permit Application.  
This permit, if issued, authorizes the temporary event with any conditions of approval contained therein.

For more information regarding Special Use Permits, download the Permits Information Guide available on our website at [ncprd.com/special-use-permits](http://ncprd.com/special-use-permits)

1. APPLICANT INFORMATION	
<b>Applicant Name</b> <i>If applicant is a business, please put business name</i>	
<b>Physical Address</b>	
<b>City, State, Zip</b>	
<b>Contact Person</b> <i>If different than applicant</i>	
<b>Phone</b>	
<b>Email</b>	
ON SITE EMERGENCY CONTACT	
<b>Emergency Contact</b> <i>Must be <u>on site</u> during duration of use</i>	
<b>Cell Phone</b> <i>Required</i>	



<b>2. SPECIAL USE INFORMATION</b>			
<b>Type of Special Use</b> (select all that apply) <input type="checkbox"/> Walk/Run Event <input type="checkbox"/> Bike Event <input type="checkbox"/> Concert/Live Music <input type="checkbox"/> Educational Group <input type="checkbox"/> Filming <input type="checkbox"/> Photography <input type="checkbox"/> Scientific Collection <input type="checkbox"/> Parade <input type="checkbox"/> Demonstration <input type="checkbox"/> Other			
<b>Event/Activity Name</b>			
<b>Proposed Date(s)</b>			
<b>Proposed Location</b>			
<b>Proposed Time(s)</b> <i>Including duration</i>			
<b>Estimated Setup Time</b>		<b>Estimated Takedown Time</b>	
<b>Purpose of Activity</b> <i>Provide as much detail as possible</i>			
<b>Is this a fundraising event?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>Is this a recurring event?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Estimated Attendance</b>		<b>Previous Attendance</b> <i>If applicable</i>	
<b>Site Map</b> <i>Required</i>		Provide a site map of your event, including the location of (check all that apply): <input type="checkbox"/> Tents <input type="checkbox"/> Stage(s) or platform(s) <input type="checkbox"/> Portable restrooms <input type="checkbox"/> Garbage receptacles <input type="checkbox"/> Additional fencing or gates <input type="checkbox"/> Vendor booths	
<b>Route Map</b>		For a walk, run or bike event, a route map is required. <input type="checkbox"/> List all parks and trails the proposed route will impact <input type="checkbox"/> Location of all signage and route markers <input type="checkbox"/> Location of all certified flaggers, course marshals and volunteers	
<b>Traffic Plan</b>		<input type="checkbox"/> Staging, loading and/or assembly areas <input type="checkbox"/> All parking areas (include parking shuttles, if applicable) <input type="checkbox"/> Location of all certified flaggers, course marshals and volunteers <input type="checkbox"/> Location of fire lane <input type="checkbox"/> Location of First Aid and/or medical personnel <input type="checkbox"/> Traffic flow and direction <input type="checkbox"/> Crowd control measures	

<b>3. DETAILS OF SPECIAL USE</b>	
<b>1. Will this special use require the presence of NCPRD staff?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>2. Will this event require the closure of any public street(s)?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>3. Will it require the use of sidewalks or other public rights-of-way?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>4. Will food be served to/prepared for the public?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>5. Will alcohol be served or sold?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>6. Will there be any amplified sound or live entertainment?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>7. Will there be any filming or photography?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>8. Will there be a need for additional restroom facilities?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>9. Will there be a need for additional parking?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>10. Will there be a need for additional garbage disposal services?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>11. Will there be security at this event?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>12. Will participants engage in scientific collection or research?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>13. Does this request include something that will be placed in a site and not removed at the end of the permit?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>14. Will this event include:</b> <ul style="list-style-type: none"> <li>– A bounce house or other inflatable structure?</li> <li>– Water activities, such as a dunk tank?</li> <li>– Any activity requiring a large apparatus, such as a climbing wall?</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>15. Are you requesting a permit fee waiver?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Did you answer YES to any of the above questions?**

Please refer to the Permits Information Guide for further guidance on next steps.

#### 4. ACKNOWLEDGEMENTS

Applicant is responsible for obtaining all additional permits, licenses, and insurance certificates required upon the issuance of this special use permit.

Once you have read each of the statements below, place your initials in the designated areas to the left. Please sign and date at the bottom. These actions acknowledge you have read and agree to these terms and the conditions issued in conjunction with the Special Use Permit, if applicable.

<b>CLEAN UP</b>	Applicant agrees to promptly clean up all paper or debris caused by applicant's use of the area and understands that if such cleanup is not promptly undertaken the District reserves the right to do the cleaning itself and to charge the applicant for the actual time and expense incurred. The District reserves the right to deny future Special Use Permit Applications should applicant not fulfill all conditions of this permit application.
Initials:  	
<b>INSURANCE</b>	Applicant agrees to provide a policy of liability insurance. This insurance shall provide coverage for not less than \$1,000,000 for personal injury to each person, \$1,000,000 for each occurrence involving property damage; or a single limit policy of not less than \$2,000,000 covering all claims per occurrence. The limits of the insurance shall be subject to statutory changes as to maximum limits of liability imposed on municipalities of the State of Oregon. This insurance shall be without prejudice to coverage otherwise existing and shall name as additional insured the North Clackamas Parks and Recreation District and its officers, agents, and employees. The sponsor agrees to maintain continuous coverage for the duration of the permit.
Initials: _____	<b>Note:</b> If the activity/event is located within the City of Milwaukie, you will be required to add the City of Milwaukie and its officers, agents, and employees as additional insured.
<b>INDEMNITY</b>	Applicant agrees to defend, indemnify and hold NCPRD and/or the cities of Milwaukie and Happy Valley, harmless from and against all claims, losses, and liability arising out of personal injuries, including death, and damage to property which are caused by applicant, or arising out of or in any way connected with the activities conducted pursuant to this application.
Initials:  	
<b>CITY CODES &amp; PERMITS</b>	Applicant agrees to obtain all District, City and County permits and licenses that may be required, and shall comply with all laws and other conditions deemed necessary, including NCPRD Park Rules.
Initials: _____	
<b>CONDUCT &amp; NUISANCES</b>	Applicant understands that if an outdoor activity is conducted in such a way as to create a nuisance for any business or resident of the area, future permits may be denied for that reason alone. Applicant will be notified as soon as practical that the activity engaged in created a nuisance and may ask for a review of such determination.
Initials:  	



### 5. INDEMNIFICATION AGREEMENT

*All applicants must sign this Indemnification Agreement in order to be considered for a Special Use Permit.*

**GRANTEE ACKNOWLEDGES AND AGREES AS FOLLOWS:**

In consideration of the District's approval of this application for a special use permit, applicant accepts responsibility for the event and agrees to indemnify, defend and hold harmless North Clackamas Parks and Recreation District (NCPRD), and if necessary the Cities of Milwaukie and Happy Valley, its officials, employees, agents, volunteers, and assigns from and against any and all claims, suits, liabilities and expenses (including but not limited to, damages, attorney fees, and costs) that may be asserted against the District arising out of or in any way related to the special use for which permission is sought.

**Applicant acknowledges that they have carefully read the foregoing application and understands its contents. Applicant affirms that they are authorized to sign this document and do so freely and without reservation.**

**Applicant Name:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

NCPRD USE ONLY	
<u>INTERNAL ROUTING</u>	<u>EXTERNAL ROUTING</u>
<input type="checkbox"/> Parks Maintenance	<input type="checkbox"/> Clackamas County Sheriff's Office
<input type="checkbox"/> Natural Areas	<input type="checkbox"/> Oregon Department of Transportation
<input type="checkbox"/> Marketing/Communications	<input type="checkbox"/> City of Milwaukie
<input type="checkbox"/> Planning	<input type="checkbox"/> Clackamas Fire District
<input type="checkbox"/> Sports and Recreation	<input type="checkbox"/> TriMet
<input type="checkbox"/> Director	<input type="checkbox"/> Other _____
<b>Result of Permit Application:</b> <input type="checkbox"/> Approved <input type="checkbox"/> Approved, with conditions <input type="checkbox"/> Denied	